

**LEAVENWORTH WATERWORKS**

MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS

HELD ON JANUARY 11, 2016

A regular meeting of the Board of Directors of the Leavenworth Waterworks was held at 5:00 PM on Monday, January 11, 2016 at the Leavenworth Waterworks located at 601 Cherokee, Leavenworth, Kansas 66048.

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ATTENDANCE

**Directors in Attendance**

Richard Gervasini, Chairman  
Teresa Wood, Vice Chairman  
Davis Moulden, Assistant Secretary  
Christi Norris, Secretary

**Directors Absent (Excused)**

Greg Kaaz, Member

**Staff in Attendance**

Joel Mahnken, PE, General Manager  
Lesia Hegeman, Manager of Finance  
Jeffrey Arnold, Manager of Plants  
Dennis Baragary, Manager of Distribution  
Kayla Manning, Engineer

**Others in Attendance**

None

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CALL TO ORDER

Chairman Gervasini called the meeting to order at 5:00 PM.

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ROLL CALL,  
ANNOUNCEMENT OF  
QUORUM

Chairman Gervasini noted that a quorum was present.

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REQUESTS, COMMENTS,  
PETITIONS BY MEMBER OF  
THE PUBLIC

None

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BOARD MEMBERS ITEMS  
OUTSIDE OF EXECUTIVE SESSION

Director Wood stated nothing new to report from Mr. Kimbrough, waiting on the plumber's bill.

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APPROVE MINUTES OF  
DECEMBER 14, 2015

Upon motion from Director Wood, seconded by Director Norris, the minutes for December 14, 2015, unanimously adopted ...

**RESOLVED (No. 14602)**, that the Board approved the December 14, 2015 minutes.

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APPROVE MINUTES OF  
DECEMBER 28, 2015

Upon motion from Director Norris, seconded by Director Moulden, the minutes for December 28, 2015, unanimously adopted ...

**RESOLVED (No. 14603)**, that the Board approved the December 28, 2015 minutes.

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CONSIDERATION OF CONSENT  
AGENDA FOR:

Upon motion from Director Norris, seconded by Director Wood, unanimously adopted ....

**RESOLVED (No. 14604)**, that the Board approved:

A. PAYROLL DISBURSEMENT

A. The payroll for the period ending January 15, 2016 amounting to gross pay of \$84,203.60 (composed of the following withholdings and deductions) Federal Income Tax - \$8,690.40; FICA- \$6,283.28; State Tax - \$2,851.25; KPERS - \$5,047.11, Insurance - \$3,085.13; United Way - \$159.90; Eq-flex - \$1,671.53; PEDC - \$2,774.68 ; Garnishment - \$755.00; Rent - \$217.50; Misc - \$22.50; Direct Deposit - \$52,645.32, and including the following overtime amounts: Distribution - 37.50 hours @ \$1,271.80; North Plant – 90.25 hours @ \$2,802.05; South Plant – 82 hours @ \$2,673.54 be approved and disbursements made from the Revenue Fund for their respective amounts.

B. PAYMENT OF CLAIMS

B. The Regular Claims \$734,810.83, Special Claims \$214,978.82 and Special/Special Claims as follows: AT&T Mobility \$727.46 and AT&T \$179.64 the check be drawn on the Revenue Fund for their respective amounts.

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CONSIDERATION OF NOVEMBER  
FINANCIAL REPORT

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted ....

**RESOLVED (No. 14605)**, that the Board approved the November Financial Report.

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CONSIDERATION OF PLANT  
SECURITY CAMERAS AND  
ACCESS CONTROL

The South Plant security surveillance recorder has stopped recording. And the North Plant controls are not functioning correctly. Atronic Alarms submitted a bid to replace the existing systems and install additional fixed cameras at each entrance door for a total price of \$47,174.96.

Director Gervasini asked to see specification sheets.  
Director Moulden asked if the cameras would be connected to the internet.

Tabled until information given to Board.

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PRESENTATION OF DEPOSIT  
GUIDELINES

Upon motion from Director Norris, seconded by Director Wood, it was unanimously adopted ....

**RESOLVED (No. 14606)**, that the Board approved the meter deposit guidelines; for refunding deposits for homeowner occupied dwelling and businesses after 12 consecutive months of timely payment history.

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REVIEW OF 2015 WORK PLAN  
PROGRESS

The Board reviewed the 2015 work plan projects. Most of the 2015 work plan were completed and any open projects will be carried over to 2016.

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REVIEW 2016 WORK PLAN

The 2016 work plan projects were presented to the Board. The Plants projects are loaded up in the first five months of the year while Distribution work spans over the summer months. The projected cost for 2016 work plan is \$4,295,200.00.

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Administration

- Worked on year-end items.

Distribution & Engineering

Wireless Phone Service – Dennis stated the cellphone bill has been evaluated and we should expect a decrease.

#### Water Distribution Summary

- Thornton St – 10<sup>th</sup> Ave to 5<sup>th</sup> St – sent preliminary plans to City for potential conflicts.
- Franklin/Newman/Klemp/Grand – Quincy to Halderman – reviewing plans.

#### City Projects

Reviewed plans for conflicts for sidewalk improvements along 4<sup>th</sup> St – 2<sup>nd</sup> St, Dakota – Ottawa.

#### Water Distribution Operations

Between December 22<sup>nd</sup>, 2015 and January 7<sup>th</sup>, 2016 the following water-distribution activities have occurred:

- Water-main repair: fitting failure on 8” main at 222 Spruce.

#### North Plant Summary

- SCADA – work to and fix errors in reports is ongoing. Operating part of system is 100%
- Contractor is on hold due to weather on fence job.
- Nothing new at this time.

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- SCADA – work to and fix errors in reports is ongoing. Operating part of system is 100%
- Generators – working on land acquisition.
- Nothing new at this time.

#### GENERAL MANAGER

- Reviewed and updated 2015 Work Plan. Prepared 2016 Work Plan
- Worked on the closing for the Ohio Booster Station property
- January 14<sup>th</sup> – attend a Missouri River Basin Advisory Committee meeting in Atchison.
- January 19<sup>th</sup> – attend the KMU Day at the Capital in Topeka

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#### EXECUTIVE SESSION

Upon motion from Director Wood, seconded by Director Norris, it was unanimously adopted ....

**RESOLVED (No. 14607)**, at 5:40 PM the Board recessed the regular board meeting and entered into executive session to discuss personnel matters for fifteen minutes.

Upon motion from Director Norris, seconded by Director Wood, it was unanimously adopted ....

**RESOLVED (No. 14608)**, at 6:00PM the Board ended the executive session and resumed the regular board meeting.

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CONSIDERATION TO INCREASE  
THE UPPER PAY RANGES

Upon motion from Director Gervasini, seconded by Director Wood, it was unanimously adopted ....

**RESOLVED (No. 14609)**, that the Board agreed to increase the upper pay ranges by 5 percent.

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ADJOURNMENT

There being no further business to come before the Board, Director Gervasini adjourned the meeting.

Approved \_\_\_\_\_ 2015

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Richard Gervasini, Chairman

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Christi Norris, Secretary